

PURCHASING**BUDGET UNIT: PRINTING SERVICES (IAG PUR)****I. GENERAL PROGRAM STATEMENT**

Printing Services composes, sets, prints, collates, and binds county forms, pamphlets, and reports.

II. BUDGET & WORKLOAD HISTORY

	Actual 1999-00	Budget 2000-01	Actual 2000-01	Budget 2001-02
Total Operating Expense	2,584,474	2,317,098	2,742,308	2,726,150
Total Revenue	2,957,947	2,600,000	2,994,487	2,842,683
Total Revenue Over/(Under) Exp	373,473	282,902	252,179	116,533
Fixed Assets	67,390	103,840	86,084	174,602
Budgeted Staffing		17.0		18.0

Workload Indicators

Printed Pages-Units	76,503,826	80,000,000	77,085,771	82,500,000
Graphic Arts-Hrs Billed	4,187	4,500	4,033	4,200

Significant variances between actual and budget for 2000-01 existed in both services and supplies and revenue as a result of an increase in requests for printing services.

GROUP: Internal Services
DEPARTMENT: Printing Services
FUND : Internal Services IAG PUR

FUNCTION: General
ACTIVITY: Printing

	2000-01 Actuals	2000-01 Approved Budget	2001-02 Board Approved Base Budget	2001-02 Board Approved Changes to Base Budget	2001-02 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	699,261	692,602	715,018	71,820	786,838
Services and Supplies	1,968,241	1,513,898	1,553,906	215,392	1,769,298
Central Computer	1,275	842	1,052	25	1,077
Other Charges	12,191	15,912	15,912	(5,275)	10,637
Reimbursements	(39,660)	(41,456)	(41,456)	41,456	-
Transfers	-	34,300	34,300	-	34,300
Total Appropriations	2,641,308	2,216,098	2,278,732	323,418	2,602,150
Depreciation	101,000	101,000	101,000	23,000	124,000
Total Operating Expenses	2,742,308	2,317,098	2,379,732	346,418	2,726,150
<u>Revenue</u>					
Current Services	2,994,157	2,600,000	2,662,634	180,049	2,842,683
Other Revenue	330	-	-	-	-
Total Revenue	2,994,487	2,600,000	2,662,634	180,049	2,842,683
REV OVER/(UNDER) EXP	252,179	282,902	282,902	(166,369)	116,533
<u>Fixed Asset Expenses</u>					
Equipment	7,544	15,000	15,000	100,000	115,000
Lease	78,540	88,840	88,840	(29,238)	59,602
Total Fixed Assets	86,084	103,840	103,840	70,762	174,602
Budgeted Staffing		17.0	17.0	1.0	18.0

PURCHASING

Total Changes Included in Board Approved Base Budget

Base Year Adjustments

<u>MOU/Inflation</u>		
Salaries and Benefits	22,416	MOU, 7% Tier, Workers Comp, Retirement
Services and Supplies	40,008	Inflation, Risk Mgmt Liabilities
<u>2410 Central Computer</u>	210	
Revenue	62,634	Current Services
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Total Expense Change	62,634	
Total Revenue Change	62,634	
Total Rev Over/ Under Exp	-	
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Total 2000-01 Expense	2,317,098	
Total 2000-01 Revenue	2,600,000	
Total 2000-01 Rev Over/(Under) Exp	282,902	
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Total Base Budget Expense	2,379,732	
Total Base Budget Revenue	2,662,634	
Total Base Rev Rev Over/(Under) Exp	282,902	
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Board Approved Changes to Base Budget

Salaries and Benefits	71,820	Increase due primarily to a new 1.0 Layout & Composing Coordinator.
Services and Supplies	215,392	Increase anticipated to meet demand in services by departments.
Central Computer	25	
Other Charges	(5,275)	Reflects decrease in principle owed on current lease-purchases.
Depreciation	23,000	Based on current assets.
Reimbursements	41,456	Decrease is due to GASB 34 requirement.
Total Operating Expense	<u>346,418</u>	
Other Revenue	180,049	Increase due to anticipated increase in services.
Total Revenue	<u>180,049</u>	
Total Rev Over/Under Exp	(166,369)	
Fixed Asset Exp		
Equipment	100,000	Purchase of a replacement cutter and a plate processor.
Lease	<u>(29,238)</u>	Decrease in principle owed on current lease purchases.
	70,762	